



Voluntary internships will be available during summer 2017 at the U.S. Embassy in the Kyrgyz Republic. These internships provide an excellent opportunity for local students to gain valuable work experience in a foreign affairs environment. This is NOT an offer of employment for most purposes, there will be no benefits or compensation or future employment rights attached to these internships.

Location

Students will be offered an internship at the U.S. Embassy in Bishkek.

Duties

Intern duties may vary according to the section of assignment.

Eligibility Requirements for Local Students

- Must be at least 18 years of age at the time internship begins.
- Must have been enrolled full-time in University as undergraduate or postgraduate students at the time the internship begins.
- Must be returning to university studies upon completion of the internship.
- Must be in good academic standing.
- Must be available to begin the internship in June 2017. Interns usually serve for approximately 10- 12 weeks during the summer.
- Must be available to work 20-40-hours a week and 4 to 7 hours per day.
- Must have excellent English language proficiency.
- Substantial computer skills with a background in Excel, Word, and other Microsoft products required.
- Must have leadership skills, be goal-oriented and self-organized with good communication skills, and be able to work on a team.

Qualifications

The Embassy will consider students studying at local universities with a broad range of majors, such as humanities and arts, law, social sciences, business or economics, public administration, finance, accounting, journalism, political science, computer science as well as majors identified with international affairs.

The U.S. Mission will also consider issues such as conflict of interest, nepotism, residency status, and whether the internship applicant has a work permit.

Additional Requirements for Hosting Sections:

- **Executive Office/Protocol:** Proficient writing, speaking and oral interpretation skills in Kyrgyz, Russian and English language, data processing, formatting and translation.

- **Community Liaison Office:** Customer service skills, knowledge of MS office Package (Excel, Publisher, Power Point), be able to translate.
- **Financial Management Center:** Communications skills, customer service skills and advance knowledge of MS Office.
- **Information Technology Office:** Strong computer technology skills. Windows 7, Windows 10 and MS Office 2010.
- **General Service/ Accreditations:** Be able to perform translations, customer service skills and organizational skills.
- **General Service Office /Travel :** Customer service, administrative skills, ability to prioritize tasks and ability to conduct internet research.
- **General Service Office/ Procurement:** Public relations and be able to translate.
- **General Service Office/ Property:** Communications skills, customer service skills.
- **Management Section:** Customer service and ability to translate.
- **Management Section/ Emergency preparedness:** Ability to conduct online research, strong writing and analytical skills and ability to translate.
- **Public Affairs / Programs:** Strong writing skills, comfort with public speaking and interacting with large groups and attention to detail.
- **Public Affairs/Press:** Knowledge of video editing software or interest in learning. Kyrgyz language skills.
- **Political and Economic Office:** Strong communication skills, proficient writing and speaking skills in Kyrgyz language. Interest in government, international relations, social and economic issues, ability to prioritize time-sensitive assignments.
- **USAID/ Democracy and Governance DGO:** Ability to conduct online research, advanced knowledge of Kyrgyz, strong writing and analytical skills, familiarity with social media and its use for public communications, advocacy and networking, database design and management skills, knowledge of and experience using or developing mobile apps.
- **USAID/ Economic Development :** Ability to conduct online research, knowledge of Kyrgyz, strong writing and analytical skills, familiarity with social media and its use for public communications.

Application Process

- Interested applicants must submit their applications and supporting documentation by e-mail (no paper applications will be accepted) with the subject line, "Student Internship Program" to: BishkekHR-SIP@state.gov The following documents must be submitted:
 1. The application form (attached) must be completed in English.

2. A one-page statement of interest in English, describing motivation for pursuing an internship at the Embassy and specifying the section (one only) where the student would like to work.
 3. University transcripts documenting education (these documents do not need to be translated into English).
- The **deadline** for applications is **February 6, 2017**. No applications will be accepted after this date. Incomplete applications will not be considered.
 - Only the highest-ranking applications will be selected for an interview. Please note that only short-listed candidates will be notified.